

# Set Up Head Start Centers

Last Modified on 05/12/2020 1:58 pm CDT

Your Head Start centers require specific set up parameters in Minute Menu CX. This article outlines a few of the differences between these locations and other center programs, as well as how you handle said differences in Minute Menu CX.

## Enrolling Head Start Centers

1. Click **Enroll Center** from the toolbar at the top of the page. The Enroll New Center window opens to the General tab.
2. Begin setting the center up as you normally would. For details, see [Enroll Centers](#).
3. In the **General** tab, Set the **Service Style** drop-down menu to **Family**.

The screenshot shows the 'Manage Center Information' window for 'Test #80723 Head Start 511'. The 'General' tab is active. The 'Service Style' dropdown menu in the 'Food Service Info' section is highlighted with a red box and set to 'Family'. Other fields include Center # 511, Center Name Test #80723 Head Start, and various contact and site information fields.

4. In the **License/Schedule** tab, click the **Program Type** drop-down menu and select **Head Start**.

The screenshot shows the 'Manage Center Information' window for 'Test #80723 Head Start 511', now in the 'License / Schedule' tab. The 'Program Type' dropdown menu in the 'License Information' section is highlighted with a red box and set to 'Head Start'. The window displays various scheduling and licensing options, including hours of operation, capacities, and meal schedules.

5. Finish enrolling the center as you usually would.

## Enrolling Children in Head Start Centers

All children enrolled at a Head Start center are reimbursed at the Free rate. If you use eForms, children should default to Free based on the income information their parents provide once you approve and renew their forms.

If you are manually enrolling children for a Head Start center, set the **Reimbursement Level** drop-down menu in the **Manage Child Information Oversight** tab to **Free** and provide the supporting income information from the paper income eligibility form.

Manage Child Information - Center: Test #80723 Head Start

History Month: April 2020

Payne, Matthew

Child | Parent | **Oversight**

[ Child Info ]

Child: Payne, Matthew

☐ Make Pending?

**Reimbursement Level**

Free

**FRP Eligibility Basis**

Food Stamps / SNA

**Title XX / XIX Expiration**

☐ Request New IEF

**Qualifying Program #**

Note that children enrolled in Head Start programs may also have varied schedules. This could be morning attendance two days and afternoon attendance three days, or some children may only be present for a few months of the year. You can use the Child and Attendance reports to track attendance for these children.

## Foods & Menus for Head Start Centers

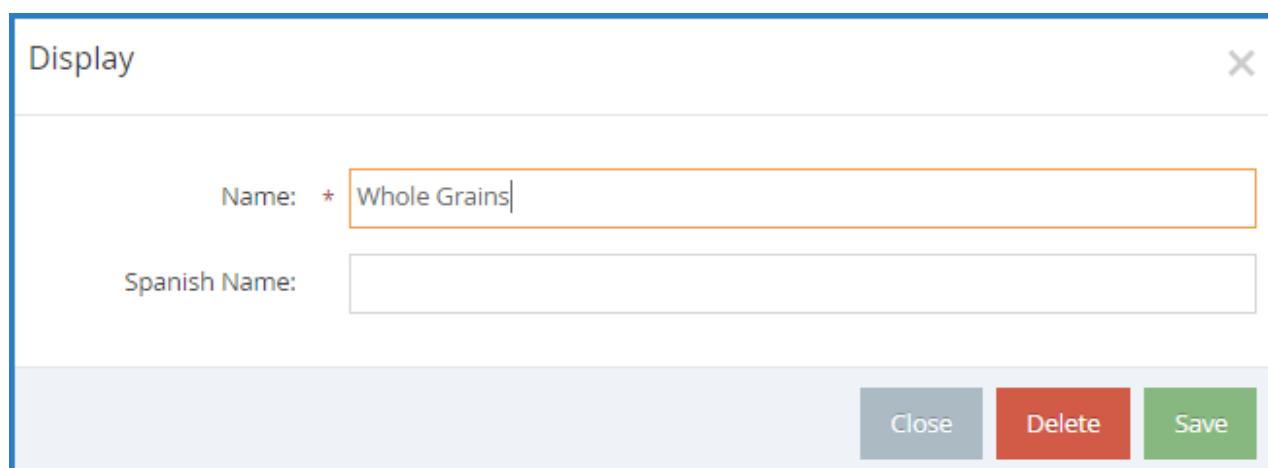
While Head Start sites are subject to the rules of the CACFP, some sites may serve specialty foods or fresher foods than is typical. You can customize your food list, categories, and rules to accommodate the variations in foods offered. Determine what works best for your business and your sites.

## Include Child Nutrition (CN) Label Numbers in Food Names

When adding foods to your food list, you can include the CN label number somewhere in the food name. This lets the State and your sites know that the food is a CN-labeled product being offered at meal service. The CN label details should be stored on-location. For more information, see [Add CN Label Numbers to Foods](#).

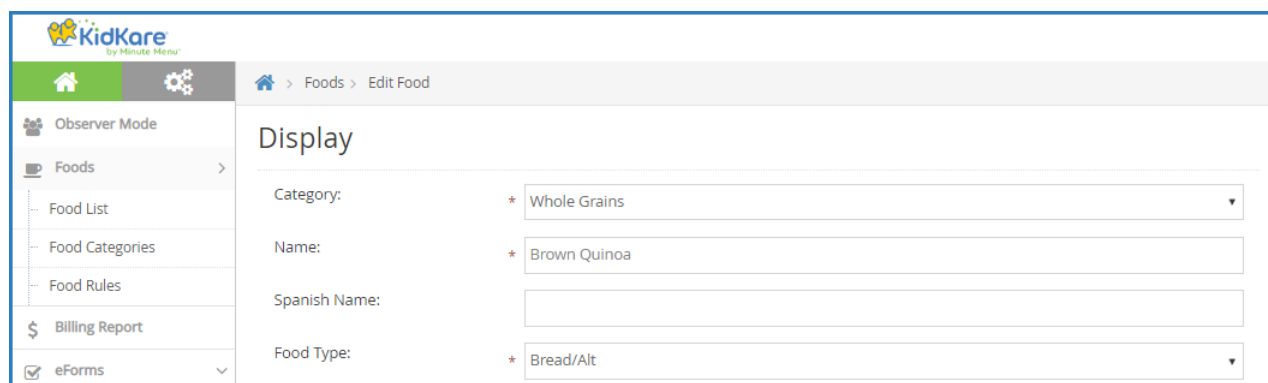
## Create Custom Food Categories

Create custom categories to track specific food types. For example, you could create a Whole Grains category to which you assign whole grain-rich foods. Your sites can then quickly find these foods when recording daily menus. You can also filter your food list and the food list export by these custom categories to easily manage your food list and track any specialty food items. For information about creating custom food categories, see [Food Categories](#).



The screenshot shows a 'Display' modal window with a close button (X) in the top right corner. Inside the modal, there are two input fields: 'Name: \*' with the text 'Whole Grains' entered, and 'Spanish Name:' which is empty. At the bottom right of the modal, there are three buttons: 'Close' (grey), 'Delete' (red), and 'Save' (green).

Note that these custom categories still exist under the broader meal component categories—they do not supersede them. For example, a site would see the Whole Grain category when selecting a Bread/Alternate. When adding a food in KidKare, this is the Food Type you select.



The screenshot shows the KidKare 'Edit Food' screen. The top navigation bar includes the KidKare logo, a home icon, a settings icon, and a breadcrumb trail: 'Foods > Edit Food'. On the left is a sidebar menu with options: 'Observer Mode', 'Foods' (selected), 'Food List', 'Food Categories', 'Food Rules', 'Billing Report', and 'eForms'. The main content area is titled 'Display' and contains four fields: 'Category:' with a dropdown menu showing 'Whole Grains', 'Name:' with the text 'Brown Quinoa', 'Spanish Name:' which is empty, and 'Food Type:' with a dropdown menu showing 'Bread/Alt'.

# Create Food Rules

Food rules allow you to control what foods your sites can serve. There are two types of food rules:

- **Food Frequency Rules:** These rules control how often a food can be served in a day, week, or month. For example, this type of food could be useful for limiting high-calorie and high-fat foods, such as nut butters.
- **Food Combination Rules:** These rules dictate what foods cannot be served together. You can also set a food combination rule that prevents any food included in the rule from being served. For example, you can set up a rule that prevents two starchy foods from being served at one meal.

When you create a food rule, you can also specify how it is handled during claims processing. You can apply the rule by child or by meal and determine whether the meal/child is warned or disallowed. For more information about setting up food rules, see [Food Rules](#).

This screenshot shows the 'Food Frequency Details' form in the KidKare system. The form is divided into several sections: 'Display', 'Effective Dates', 'Apply To', and 'Action'. The 'Display' section includes fields for Name, Description, and Spanish Name. The 'Effective Dates' section has fields for Start and End dates. The 'Apply To' section includes checkboxes for Infants, Non-Infants, Meal, and Child, and a Serving Limit field set to 'Max per Day'. The 'Action' section has checkboxes for Warn and Disallow. The form also includes a 'Back' button and a 'Next' button.

This screenshot shows the 'Select Food Restriction' form in the KidKare system. The form is divided into two main sections: 'Food Type' and 'Category'. The 'Food Type' section has a dropdown menu with options like 'autoCategoryUsaGs', 'autoCategoryUsaF', 'autoCategoryHfCgl', 'autoCategoryDBkKc', 'autoCategoryDRMMP', 'autoCategoryKwPO', 'autoCategorynyji', 'autoCategoryVVSqo', 'autoCategoryqWMA', and 'Whole Grains'. The 'Category' section has a search bar and a list of selected items for the rule, including 'Nut Butters'. The form also includes a 'Back' button and a 'Save' button.